

Bob Holden
Governor



Jacquelyn D. White
Commissioner

State of Missouri
OFFICE OF ADMINISTRATION
Post Office Box 809
Jefferson City, Missouri 65102
(573) 751-2971
<http://www.oa.state.mo.us/acct/>

James A. Carder
Director
Division of Accounting

MEMORANDUM

Date: April 5, 2002
To: State Agencies
From: OA, Accounting
RE: Check Release Reminder

Agency distribution checks that are picked up by your agency in the OA, Division of Accounting on or after 1:00 p.m. are dated for the following business day. The OA, Division of Accounting has released checks at 1:00 p.m. to give agencies time to process the checks in their agencies and release them the same day. However, agencies are reminded that checks can not be released by your agency until after 3:00 p.m. Banks change their banking day to the next business day at 3:00 p.m. so checks can be released after 3:00 p.m. Noncompliance with this procedure can result in checks being cashed prior to the date of the check.

Please ensure that all staff in your agency is aware of this procedure and does not release checks prior to 3:00 p.m. so that the OA, Division of Accounting can continue to release checks at 1:00 p.m.

If you have any questions, please contact your Agency Customer Service Coordinator for assistance. Your Agency Customer Service Coordinator will contact the OA, Division of Accounting if assistance is needed.